

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

TENDER NO.- BSEH/47/Cleaning Items

Date- 19-02-2025

Tender Fee 1000/- (Non-refundable)



BID DOCUMENT

TENDER FOR PURCHASE OF CLEANING ITEMS

Secretary
Board of School Education
Haryana, Bhiwani-127021

Signature of Bidder with Seal

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

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DOCUMENT CONTROL SHEET

1.	Name of Organization	Board of School Education Haryana, Bhiwani
2.	Scope of Work	Purchase of Cleaning Items
3.	Tender Type	Open
4.	Tender Category	Goods
5.	Tender fee	Rs. 1,000/- (One Thousand only) (non-refundable)
6.	Earnest Money Deposit (EMD)	Rs. 10,000/- (Ten Thousand only)
7.	Bid Document Download Start Date	19-02-2025
8.	Bid Submission Start Date	19-02-2025
9.	Last date and time for Bid Submission.	06-03-2025 (10:00 AM)
10.	Date and time of opening of technical Bids	06-03-2025 (10:30 AM)
11.	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani
12.	Period for completion of work	20 Days from the next day of placing the Work Order.
13.	Validity of Bids	Up to 180 days from the date of opening the Technical Bids
14.	Validity of Contract	Validity of Contract will be for One Year which can be extended for further two years on the basis of satisfactory performance of the firm/Agency.

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Notice Inviting Tender

The Board of School Education Haryana, Hansi Road, Bhiwani invites tenders under Two Bid System for Purchase of Cleaning Items as detailed in the tender document. *For participation in the bid, agencies will fill the complete tender form available at the Board's Website <https://bseh.org.in> and <https://etenders.hry.nic.in> as per schedule as given in CRITICAL DATES as under. Interested agencies may download the tender document from Board's Website <https://bseh.org.in> (for perusal /reference only):*

Critical Dates

Subject	Date and Time
Bid Document Download Date	19-02-2025
Bid Submission Start Date	19-02-2025
Bid Submission End Date & Time	06-03-2025(10:00 AM)
Technical Bid Opening Date & Time	06-03-2025(10:30 AM)

Any amendment/correction in the Tender Document will be done by the Board Authority through <https://etenders.hry.nic.in>. Prospective bidders are requested to regular visit/check the website. The cost of bid document is Rs. 1000/- (Rupees One thousand only) which is non-refundable and Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand only) be submitted online through E-tender portal and the Proof of deposited slips should be enclosed /uploaded with the Technical Bid.

Bids submitted through offline mode or in incomplete shape or beyond the stipulated period shall be summarily rejected. **Secretary of the Board reserves the right to accept or reject any or all bids without assigning any reason thereof.** Conditional tender will not be accepted. The Technical Bids / Financial Bids shall be opened by the committee authorized by the Secretary for this purpose in the Board's Committee Room in the presence of the bidder who wish to remain present. Financial bids will be opened only of those bidders who will qualify in Technical bid.

For any query/clarification/difficulty regarding tendering process flow, please contact us on:

Address:

**Board of School Education Haryana,
Hansi Road, Bhiwani-127021**

E-mail: tendercell@bseh.org.in

Mob. 9729095120, 9306157172, 9050248621

SECRETARY

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

TENDER NO.- BSEH/47/Cleaning Items

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1) Scope of Work

- a) For The Supply of Below Mentioned Items. The detailed Specifications and Quantity of the Cleaning Items are as under:

Sr. No.	Name of Item/Particulars	Specification	Quantity
1	Soap	40 gm of Dettol Company	300
2	Phenyl (White)	05 Liter bottle of Gainda Company	125
3	Phenyl (Black)	05 Liter bottle of Gainda Company	80
4	Detergent Powder	01 kg of Sagar Company	170
5	Harpic for Toilet Cleaning	01 liter Bottle of Harpic Company (Power Plus 10X Max Clean)	150
6	Colin	500 ML Bottle of Colin Company	80
7	Lizol	500 ML Bottle of Lizol Company	80
8	Poncha	Size 3X3 Foot per Piece of SKT Company	250
9	Bamboo Broom (Seek Jhadu)	Moti Seek Wali	800
10	Dusting Cloth	Size 12"×12" (Inch) of SKT Company	60
11	Acid Bottle	01 liter of Black Cobra Company	120
12	White Naphthalene Balls (Kapoor Goli)	100 gm Packet of Fargo Company	180
13	Odonil	100 gm Packet of Dabar Company	20
14	Dettol Liquid Hand wash	500 ML bottle of Dettol Company	130
15	Bathroom Cleaning Wiper	Unique Company	60
16	Floor Broom (Phool Jhadu)	Hari Ram Gulab Rai Company	60
17	Toilet Cleaning Brush	Classics Company	40
18	Burn Out (Jala Jhadane Valla)	Classics Company	10

Note- Expiry date of above items should not be less than one year.

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2) INSTRUCTION TO BIDDERS-

- a) Any condition or qualification or any other stipulation contained in the Bid shall render the Bid liable to rejection as a non-responsive Bid. The bids shall be unconditional, firm and irrevocable.
- b) The Bidders shall be responsible for all costs associated with the preparation of their Bids and their participation in the Bid. The Board will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.
- c) Any entity which has been barred by the (Central/State Government, or any entity controlled by it) from participating in any project, and the bar subsists as on the date of bidding, would not be eligible to submit a bid.

3) TECHNICAL QUALIFYING CRITERIA :- The bidder must possess minimum eligibility criteria mentioned here under to participate in the tender:-

- a) Bidder must deposit Tender Fee Rs. 1000/- (One thousand Only) and EMD Rs. 10,000/- (Ten thousand only) through tender portal. Deposit slip must be attached as proof.
 - b) The bidder must have GST Registration and PAN number
 - c) The bidder must submit an undertaking on its letter head regarding Debarred/Non-Blacklisting of Firm on Non-Judicial stamp paper of Rs. 100/- as per Annexure-I.
 - d) The bidder must have an experience of three year in this field. Proof must be attached.
 - e) Bidder must have an annual turnover of Rs. 5 lakhs during last two financial years i.e. 2022-23 and 2023-24. Bidder must attach balance sheets verified by C.A.
 - f) The MSME firms/agencies only registered in Haryana will be entitled for exemption as per the instructions issued by the Govt. of Haryana from time-to-time, the proof of the firm having MSME must be enclose/upload with the tender documents.
- 4) INSPECTION & DELIVERY PERIOD:- Supply of the material within 20 days from the next day of issuance of supply order to the Board's office. Goods to be supplied in Stationery Store of Board's office at Bhiwani.

In case of defective supply due to latent manufacturing defects/transit damage, the same has to be removed and replaced by the supplier at its own cost. Payment will be made after inspection of goods.

5) CLARIFICATIONS

- a) BSEH shall endeavor to respond to the questions raised or clarifications sought by the Bidders. However, BSEH reserves the right to not respond to any question or provide any clarification, in its sole discretion.
- b) BSEH may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by BSEH shall be deemed to be part of the Tender Document.

6) AMENDMENT OF TENDER DOCUMENT

- a) At any time prior to the Bid Due Date, Secretary, Board of School Education, Haryana may for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the

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Tender Document by the issuance of Addendum.

- b) In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, Board may, at its own discretion, extend the Bid Due Date.

7) TERMS & CONDITIONS-

- a) Secretary, Board of School Education Haryana, Bhiwani reserves the right to reject the Application/ Bid of any Bidder who is a defaulter to the Board.
- b) Response submitted by E-mail, Offline or any form other than mentioned above will not be accepted and liable to be rejection.
- c) It will be understood that the Bidders have quoted their rates after inspection of the site(s).
- d) In case the successful bidder resiles from the offer within the validity of tender, the earnest money will be forfeited. Similarly if successful contractor fails to commence the work within stipulated time, the amount of earnest money will also be forfeited besides blacklisting the firm.
- e) Delivery at the destination point should be completed within 15 days from the date of issue of supply order failing which penalty will be imposed as per penalty clause. However, for any reason beyond the control of the bidder the extension of time may be granted upon application by the bidder in prescribed format. No claim for any compensation during the extended period shall be entertained and the Board decision in this regard shall be final.
- f) The Secretary, Board of School Education Haryana, Bhiwani reserves the right to reject any bid which does not fulfill the conditions stipulated in the tender i.e., the bids not qualifying the specifications specified in the tender and other conditions stipulated in the tender will be rejected.
- g) Secretary BSEH reserves the right to vary the quantity.
- h) Secretary BSEH may at any time, by a written order given to the Bidder, make changes to the Scope of the work.
- i) The Secretary reserves the right to cancel the tender without assigning any reason thereof.
- j) All Bidders/vendors must quote the price inclusive of delivery and other charges. No extra charges will be paid to the Bidder.
- k) The office will not provide any road permit to the successful bidder for the supply of the material at for destination.
- l) All Bidders/Vendors must quote the rates inclusive all of taxes and charges. Transport and labour charges etc. shall be borne by the Firm/Agency.
- m) For any situation/reason beyond control of the bidder, the extension of time may be granted on an application/request of the bidder before completion of work. No claim for any compensation during the extended period shall be entertained and the Board decision in this regard shall be final.

8. PERFORMANCE SECURITY:- After receiving notification of award, firm have to deposit an

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Agreement as per contract form on Non-Judicial Stamp Paper of Rs.100/- duly attested by Notary along with 10% Performance Security of the total value of the tender within seven (7) days through RTGS in favour of Secretary, Board of School Education Haryana, Bhiwani failing which a penalty of rupees 500/- per day will be imposed for five days. Thereafter EMD may be forfeited and firm may be blacklisted.

- a) Performance Security and EMD of Successful bidder will be returned to the bidder after complete supply of items and final payment of the Bill.
- b) The EMD of unsuccessful Bidders will be returned through the online payment portal.

9. **ARBITRATION CLAUSE:-**

All disputes or differences arising between the parties out of or relating to meaning and operation of effect of the contract or breach thereof shall be settled by arbitration in accordance with the rules and regulation of arbitrator. The sole arbitrator shall be appointed on mutual concurrence of both parties. However, it is the discretion of the Chairman to accept or not decision of the Arbitrator. The courts at Bhiwani only will have the legal jurisdiction in case of any dispute.

10. **BLACKLISTING THE FIRM** :- If a firm which is awarded the contract violates any of the term & condition, if a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice and if the Bidder withdraws its Bid during the Bid Validity Period as specified in this tender document and as extended by mutual consent of the respective Bidder(s) and the Board; it shall be black listed & its EMD/Performance Security shall be forfeited.

11. **WARRANTY-**

The Bidder must provide for free-of-cost complete replacement of the concerned item, for any fault, malfunctioning defect found.

12. **PAYMENTS-**

The 100% payment will be made after supply of goods and inspection carried by the committee.

13. **PENALTY CLAUSE-**

In case of late delivery:

If the items are not supplied within the stipulated time period, the penalty will be imposed as under:-

- i) For delay up to 05 days – 2% penalty on the payable amount.
- ii) For delay up to 10 days – 5% penalty on the payable amount.

In case of further delay in supply of goods EMD and/or Performance Security deposited by the firm may be forfeited and firm may be Blacklisted for a specific period as deemed fit by Secretary.

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14. FRAUD AND CORRUPT PRACTICES-

- a. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process and subsequent to the issue of the LOI (Letter of Intent) and during the subsistence of the commissioning etc.
- b. If a Bidder is found by the Board to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, or after the issue of the LOI, such Bidder shall not be eligible to participate in any tender or TENDER DOCUMENT issued by the Board during a period of 2 (two)years.

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UNDERTAKING

Annexure-I

(Undertaking On Stamp paper Of Rs. 100/-duly attested by notary)

To
The Secretary
Board of School Education Haryana,
Bhiwani-127021

Tender No. _____

Dated:

Dear Sir,

1. Having read the conditions of contract and service to be provided, the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the required Goods/Paper with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake; to enter into agreement as early as possible or being called upon to do so and bear all expenses including charges for stamps etc. and agreement will be binding on us.
3. If our Bid is accepted, we will furnish the 10% Performance Security of the contract value for the due performance of the Contract.
4. We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of this period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent Re-placement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.
8. That our firm is not blacklisted/debarred from Central Govt/State Govt/Board/University

Dated this Day of

Signature of the bidder

(Name of the Firm/Agency/Company)

Duly authorized to sign the bid for and on behalf of

Witness

Address

Signature

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Bidder's Profile

1. (a) Name of the Firm/Agency: _____
(b) Address of the Firm/Bidder: _____
(c) GST No: _____
(d) PAN : _____

2. Particulars of the Authorized Signatory of the Bidder:

- (a) Name: _____
- (b) Designation: _____
- (c) Address: _____
- (d) Phone /Mobile Number: _____
- (e) Email ID: _____

** Wherever applicable submit documentary evidence to facilitate verification.

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our TENDER DOCUMENT is liable to be rejected.

Signature of the Authorized Signatory with date & seal

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Financial Bid

To,
The Secretary,
Board of School Education Haryana,
Hansi Road, Bhiwani-127021

TENDER DOCUMENT REF. NO.: _____

Subject: "Financial Bid For Purchase of Cleaning Items".

Dear Sir,

As a part of the Bid for the subject work, we offer our Price Bid to BSEH, as follows:

S. No.	Particulars	Specifications	Quantity	Time allowed	Rates to be quoted per Pcs inclusive all of taxes & delivery to be made in Stationery Store in Board's office at Bhiwani
1	Soap	40 gm per piece of Dettol Company	300	20 days	Rs. _____ (per Pcs) In words _____ _____
2	Phenyl (White)	05 Liter bottle per Piece of Gaiinda Company	125	20 days	Rs. _____ (per Pcs) In words _____ _____
3	Phenyl (Black)	05 Liter bottle per Piece of Gaiinda Company	80	20 days	Rs. _____ (per Pcs) In words _____ _____
4	Detergent Powder	01 kg per piece of Sagar Company	170	20 days	Rs. _____ (per Pcs) In words _____ _____
5	Harpic for Toilet Cleaning	01 liter Per Piece of Harpic Company (Power Plus 10X Max Clean)	150	20 days	Rs. _____ (per Pcs) In words _____ _____

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6	Colin	500 ML Per Piece of Colin Company	80	20 days	Rs. _____ (per Pcs) In words _____ _____
7	Lizol	500 ML Per Piece of Lizol Company	80	20 days	Rs. _____ (per Pcs) In words _____ _____
8	Poncha	Size 3X3 Foot per Piece of SKT Company	250	20 days	Rs. _____ (per Pcs) In words _____ _____
9	Bamboo Broom (Seek Jhadu)	eksVh lhd okyh	800	20 days	Rs. _____ (per Pcs) In words _____ _____
10	Dusting Cloth	Size 1X1 Foot per Piece of SKT Company	60	20 days	Rs. _____ (per Pcs) In words _____ _____
11	Acid Bottle	01 liter Per Piece of Black Cobra Company	120	20 days	Rs. _____ (per Pcs) In words _____ _____
12	White Naphthalene Balls (Kapoor Goli)	100 gm Per Packet of Fargo Company	180	20 days	Rs. _____ (per Pcs) In words _____ _____
13	Odonil	100 gm Per Packet of Dabar Company	20	20 days	Rs. _____ (per Pcs) In words _____ _____

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14	Dettol Liquid Hand wash	500 ML per piece Dettol Company	130	20 days	Rs._____ (per Pcs) In words_____
15	Bathroom Cleaning Wiper	Unique	60	20 days	Rs._____ (per Pcs) In words_____
16	Floor Broom (Phool Jhadu)	Hari Ram Gulab Rai	60	20 days	Rs._____ (per Pcs) In words_____
17	Toilet Cleaning Brush	Classics	40	20 days	Rs._____ (per Pcs) In words_____
18	Burn Out (Jala Jhadane Valla	Classics	10	20 days	Rs._____ (per Pcs) In words_____

1. All Bidders/Vendors must quote their rates inclusive all of taxes.
2. It is the responsibility of firm/Agency/ delivered at the Board Office at its own cost. Transport and labour charges etc. shall be borne by the Firm/Agency.
3. The Price includes all related items frames as persite requirement.
4. We agree to bind by this offer if we are selected as the preferred bidder.
5. Time period will start from the next day of placing the work order.
6. Expiry date of above items should not be less than one year.

For And On Behalf Of _____

Name _____

Signature _____

Designation _____

Company Seal

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CHECKLIST FOR TECHNICAL BID

Sr. No.	Name of document	Attached at Page No.	Remarks
1.	Tender Fee Rs. 1000/- (One thousand Only) and EMD Rs. 10,000/- (Ten thousand only). Deposited Slip.		
2.	The bidder must have GST Registration. Copy must be attached.		
3.	The bidder must have PAN Card. Copy must be attached.		
4.	The bidder must submit an undertaking on its letter head regarding Debarred/Non-Blacklisting of Firm on Non-Judicial stamp paper of Rs. 100/- as per Annexure-I		
5.	The bidder must have an experience of three year in this field.		
6.	Bidder must have an annual turnover of Rs. 5 lakhs during last two financial years i.e. 2022-23 and 2023-24. Bidder must attach balance sheets verified by C.A.		

Note:-All documents uploaded online along with the bid are to be page numbered & arranged as per check list only.